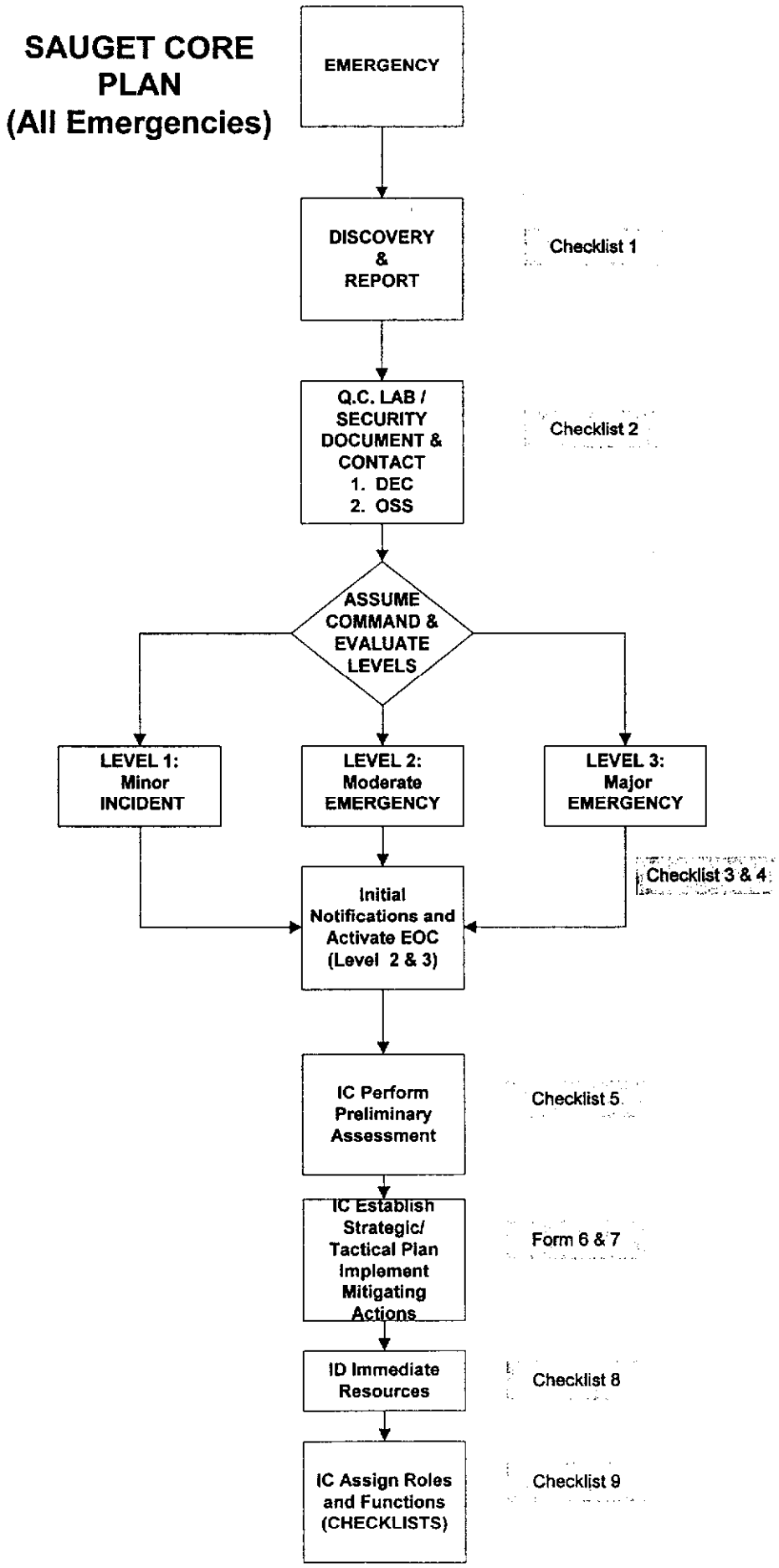

SAUGET CORE PLAN (All Emergencies)
EMERGENCY
DISCOVERY & REPORT
Checklist 1
Q.C. LAB / SECURITY DOCUMENT & CONTACT 1. DEC 2. OSS
Checklist 2
ASSUME COMMAND & EVALUATE LEVELS
LEVEL 1: Minor INCIDENT
LEVEL 2: Moderate EMERGENCY
LEVEL 3: Major EMERGENCY
Checklist 3 & 4
Initial Notifications and Activate EOC (Level 2 & 3)
IC Perform Preliminary Assessment
Checklist 5
IC Establish Strategic/ Tactical Plan Implement Mitigating Actions
Form 6 & 7
ID Immediate Resources
Checklist 8
IC Assign Roles and Functions (CHECKLISTS)
Checklist 9

1. Discovery

a) Any employee, visitor or contractor can discover an emergency situation.

b) Plant emergencies can be discovered by:

DETECTION SYSTEMS: smoke detectors, sprinker flow detectors or other process detectors designed to detect and alert in the event of an emergency.

-OR-

DIRECT OBSERVATION: Observation by employees, contractors, visitors and persons outside the plant is also means of discovery.

c. Persons discovering an emergency shall immediately activate the Sauget plant *Emergency Notification System* by:

✓ **Dialing 2222 on any plant telephone**
- Secondary reporting method: Radio "Q. C. Lab" on Channel 1
- Tertiary reporting method: Pull any fire alarm pull station

✓ **Reporting**
- Type of emergency (fire, chemical release, medical, etc.)
- Exact Location (unit number, exact location, fire zone code)
- Brief description of emergency situation

d. The Q. C. Lab will:

✓ Record this information on Checklist 2: ***Discovery Report***
✓ Immediately activate the plant alarm fire / evacuation alarm, if necessary
✓ Notify the following:
A. Plant Nurse and/or Ambulance, if necessary
B. Sauget Fire / Police department
C. Daytime Emergency Coordinator (Weekdays)
D. Off-Shift Supervisor (Off-shifts)

e. Calls answered by plant security will be transferred directly to the Daytime Emergency Coordinator (DEC) or the Off-Shift Supervisor (OSS).

2. Initial Response

Emergency Notification

1) Initial Notification Process (See Attachment 1)

a) The Q.C. Lab takes the initial "Discovery" report of an emergency from any person dialing **2222** on any plant telephone. The Q.C. Lab can also be notified on the plant radio system, Channel 1 or in-person.

b) If the situatation warrants, the Q. C. Lab will sound the plant fire alarm or evacuation alarm. The fire alarm system can also be activiated by anyone who pulls a fire alarm "pull station".

c) Depending upon the type and severity of the emergency and the time of day, the Q.C. Lab notifies:

- **Medial Emergency:** Plant Nurse (days) –or- First Aiders (off-shifts) *and* ambulance, if necessary then the Daytime Emergency Coordinator (days) –or- Off-Shift Supervisor (off-shifts)
- **Fire:** Sauget Fire Department, if necessary then the Daytime Emergency Coordinator (days) –or- Off-Shift Supervisor (off-shifts)
- **Chemical Release or Spill:** Daytime Emergency Coordinator (days) –or- Off-Shift Supervisor (off-shifts)
- **All Other Emergencies:** (i.e. bomb threat, civil disturbance, natural disaster, utility outage, odor complaint, etc.) Daytime Emergency Coordinator (days) or Off-shift Supervisor (off-shifts).

Note: If at anytime the Off-Shift Supervisor is unavailable, the Q.C. Lab will act as backup and fulfull the OSS functions specified in this plan.

d) The Daytime Emergency Coordinator or Off-shift Supervisor (OSS) will make the following initial notifications, as appropriate:

- 9-1-1 (fire / police / ambulance / St. Clair County ESDA)*
- Internal notifications (employees/contractors/visitors)
- External notifications (neighboring facilities & residents, treatment plant, government agencies, etc.)
- *Sauget Emergency Coordination Team* (ECT) and *Emergency Response Team* (ERT) members

*Note: 9-1-1 notification satisfies initial LEPC, IEMA, IEPA and ESDA immediate reporting requirements. All initial notifications will be followed-up as outlined in Section 2: Supporting Notifications, below.

2. Supporting Notification Process

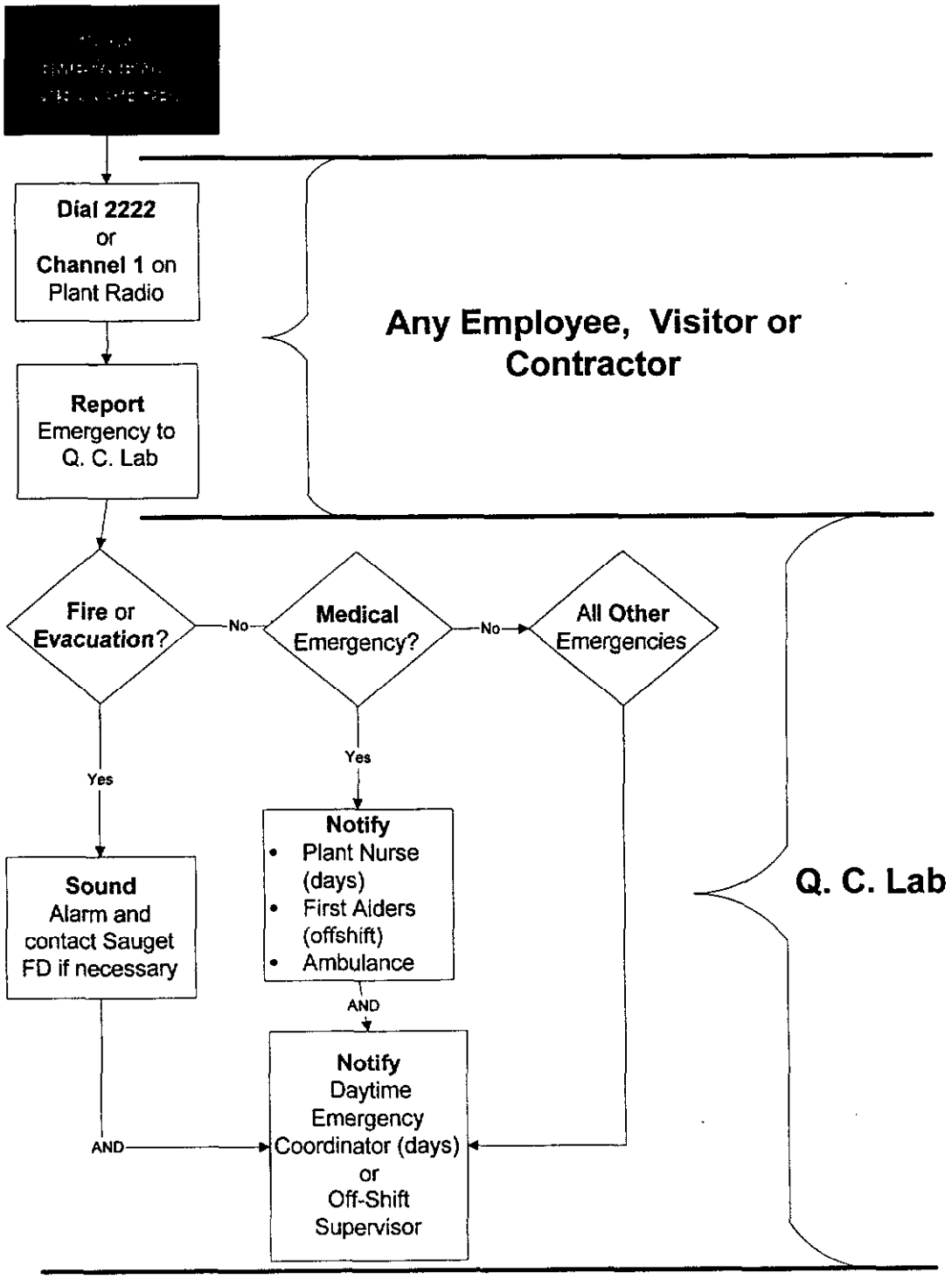
Supporting Notifications include, but are not limited to:

- National Response Center (NRC)
- State Emergency Response Commission (SERC)
- Local Emergency Planning Committee (LEPC)
- St. Clair County Emergency Services & Disaster Agency (ESDA)
- Cahokia ESDA
- East St. Louis ESDA
- Illinois Environmental Protection Agency
- P-Chem / POTW
- Fire / Police / Highway Patrol / Medical Services / Hospitals
- Neighboring facilities and businesses
- Plant and corporate management
- Insurance Company
- Media

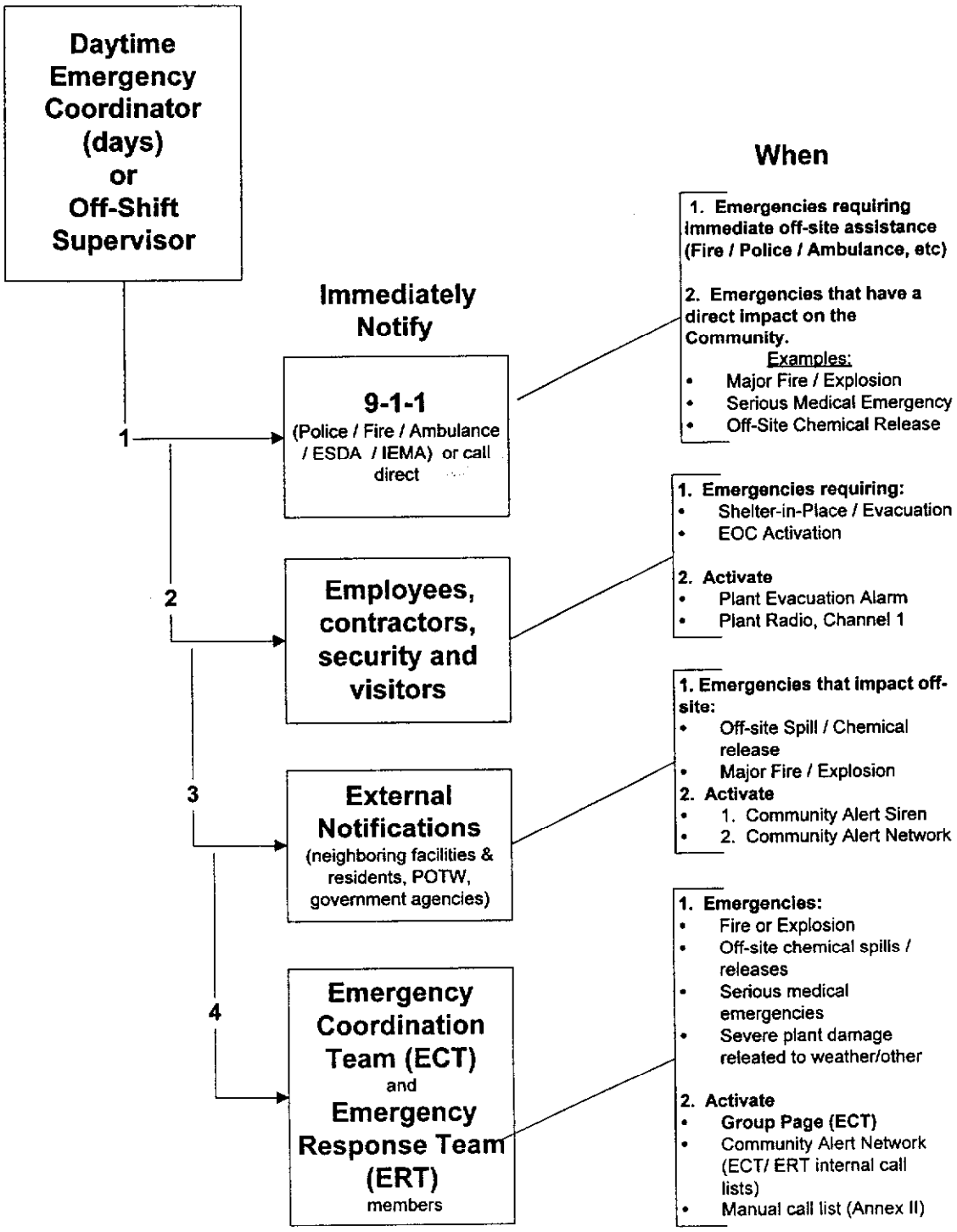
Supporting notifications are highly dependant on the nature and severity of the plant emergency. All necessary supporting notifications will be made as soon as practical in accordance with applicable codes and regulations. For "Moderate and Major" emergencies, a member of the Emergency Coordination Team (usually the EOC Logistics Officer) is responsible for making all appropriate supporting notifications. For "Minor Incidents" the Daytime Emergency Coordinator or Off-Shift Supervisor is responsible for making the appropriate notifications.

(Also see Supporting Notifications procedures in Section III, Annex 2: *Notifications,* Annex 4: *Incident Documention* and Annex 9: *Chemical Specific Pre-plans.)*

Attachment 1: ***INITIAL NOTIFICATION PROCESS***



INITIAL NOTIFICATION PROCESS (Cont)



PLANT NOTIFICATION SYSTEMS

- **Audible Alarm System**:
  - Fire Alarm: Four-3 second audible blasts followed by the Zone Code (1,2,3,4)
  - Evacuation Alarm: Two – 10 second audible blasts
  - All-Clear Signal: One – 10 second audible blast

- **Radio System:** Two-way radio system with six channels; Emergency Channel = 1

- **Paging System:** Commercial alpha/numeric paging with group paging set up for emergency notifications.

- **Telephones:** Internal and external telephone system; Dedicated emergency "red" phones backup plant phone system. One-cellular phone located in off-shift office. In addition, plant main gate security has one, dedicated phone line that is independent of the plant phone system. Many plant managers & supervisors also carry cellular phones.

- **Mutual Aid Radios:** two hand-held radios capable of summoning off-site responders from Cahokia, Sauget, East St. Louis and St. Clair County.

- **Community Alert Siren**: Audible "tornado" siren designed to alert the community in the event of an off-site chemical release.

- **Community Alert Network System:** Automatic telephone dialing system designed to notify the surrounding community in the event a chemical release leaves the plant site.

- **Person to Person communication**

How to Initiate Emergency Calls

To Initiate an *INTERNAL* Call: Dial 4-digit number from any in-plant telephone

To Initiate an *EXTERNAL* Call: Dial 9, then the 7-digit number

To Initiate a RED PHONE Call: Dial 9, then the 7-digit number.
(If Rohm switch is down: Dial 7-digit number direct.)

To Initiate an *IPAGE*:

- Alpha Numeric page from any plant computer:
  1. Double Click on I-Page Icon
  1. Click on "Send to" filed to select recipient / group
  2. Click on "message Field" and type in your message
  3. Click the "Send" button when finished

- Telephone page from any plant telephone:
  1. Dial 9-782-xxxx (outside of Illinois dial 1-618-782-xxxx)
  2. Enter your call back number, press pound (#)
  3. Hang up. Your page is complete.

To Activate the COMMUNITY ALERT *SIREN*:

- See Annex 2: *Notifications*

To Activate the COMMUNITY ALERT *NETWORK (CAN):*

- See Annex 13: *CAN System*

To Use Mutual Aid Radio to contact:

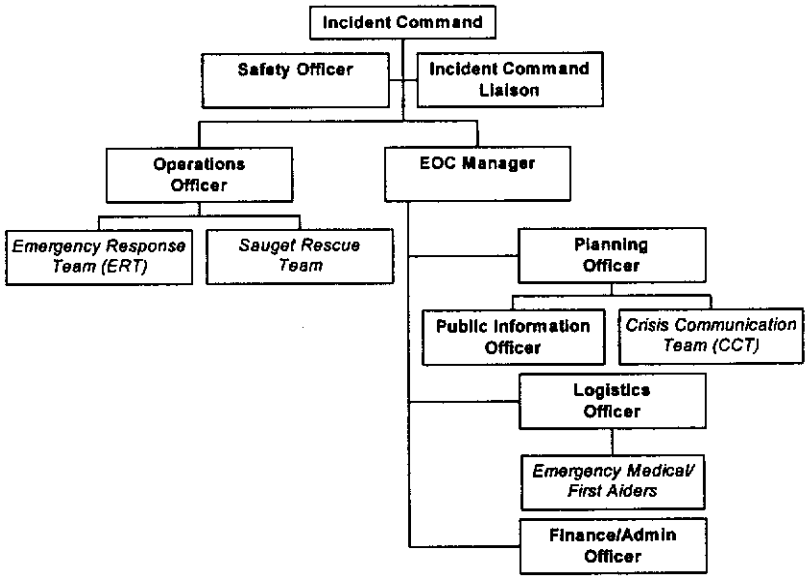
CHANNEL
1. St. Clair County CENCOM (9-1-1)
2. Sauget Fire/Police Dept.
3. East St. Louis Fire Dept.
4. Cahokia Fire Dept.
5. Cahokia ESDA
6. GWWR Railroad

- Pick up "Red-Banded" Radio
- Turn on and dial in desired channel
- Key mic and make request to desired agency

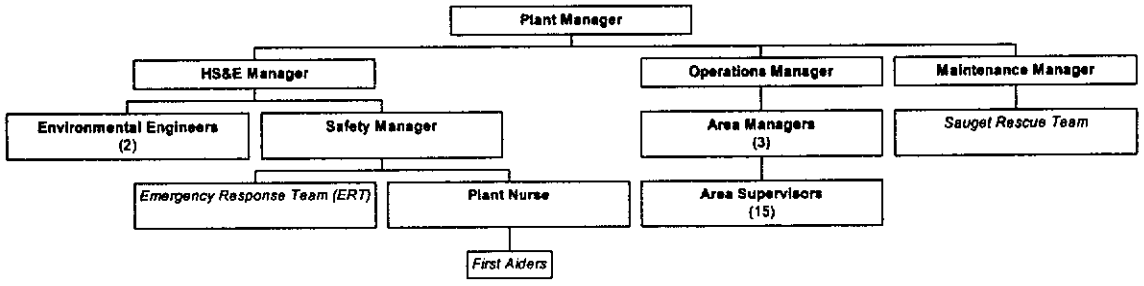
Response Management System

The Sauget plant **Response Management System** is modeled after the National Interagency Incident Management System (NIIMS). Sauget's **Emergency Coordination Team (ECT)** will form an Emergency Operation Center (EOC) and staff the following command structure for all Level 2 "Moderate" and Level 3 "Major" plant emergencies as defined by this plan.

Sauget Incident Command Structure:



Sauget Emergency Coordination Team (ECT)*



(*See Section III, Annex 2: *Notifications* for phone numbers and addresses for all ECT/ERT personnel.)

Incident Command / EOC Standup Procedure

1. The person receiving the initial Discovery Report from the Q.C. Lab automatically assumes role of initial on-scene Incident Commander (IC). This person is typically:

   - ✓ Daytime Emergency Coordinator (DEC)
   - ✓ Off-Shift Supervisor (OSS)
   - ✓ Emergency Coordination Team member (ECT member)
   - ✓ Plant Management staff.

2. The initial on-scene Incident Commander is responsible for:

   - ✓ Initial Notifications / Log (Checklist 3)
   - ✓ Activation of the "Emergency Operations Center" (EOC) according to the activation plan and criteria (Checklist 4 and Attachment 2: EOC Activation Criteria/Notifications)
   - ✓ Preliminary assessment or "Size-Up" of the incident (Checklist 5)
   - ✓ Formulation of strategic and tactical plans for dealing with the incident. (Checklists 6 & 7)
   - ✓ Identifying immediate needs equipment and resources. (Checklist 8)
   - ✓ Assigning tasks and responsibilities to EOC members as defined by the NIIMS Incident Command System. (Checklist 9)

3. This initial on-scene IC will remain in charge of the incident response until the Emergency Operations Center (EOC) is established and incident assignments are made. At this time, his IC responsibility may be relieved by another qualified ECT member.

4. The **Primary Emergency Operations Center** (EOC) is located in the Off-Shift Supervisors Office. The **Secondary EOC** is located in the Unit 290 Control Room. The EOC is activated during all major emergency (Level 2 and 3) situations as defined in this plan.

5. For Level 1 "Minor Incidents" the Emergency Operations Center / ICS will not be formally activiated, however, other available ECT members shall assist to ensure that the incident is properly managed.

Attachment 2: **EOC Activation Criteria / Notifications**

Level 1: Minor Incident

EOC Activation: NO

Criteria:

- **No off-site impact**
- **No health or safety threat to employees or individuals off-site**
- **May or may not be visable or detectable by persons off-site**
- **May result in minor damage to on-site property**
- **No appreciable property damage**
- **Incident is easily managed with on-site resources**

Notifications:

YES:

- Affected supervisors / managers / HS&E department

NO:

- 9-1-1
- External community (CAN or Community Alter Siren)
- Employee, contractor, visitors, security notifications
- Emergency Coordination Team (ECT)
- Emergency Response Team (ERT)

Examples:

- Gasket failure results in a 100 gallon, non-hazardous, product spill. The material is contained in the dike.
- Minor insulation fire is quickly extinguished by operator
- Employee receives minor injury requiring first aid
- A minor odor complaint is received from one of the neighboring businesses
- Minor, short term, odors event
- Minor utility outages

LEVEL 2: Moderate Emergencies

EOC Activation: YES

Criteria:

- **Impacts a portion of the community; is easily noticable and detectible.**
- **Requires on-site shelter-in-place or evacuation of some employees**
- **Requires off-site emergency support and assistance (i.e. fire, police, ambulance)**
- **Has potential to rapidly esculate into a *Major Emergency***
- **Is expected to continue for some time**
- **Requires road closures / rerouting of traffic**
- **Disrupts normal plant operations**
- **Requires full participation of the Sauget Emergency Response Team (ERT)**
- **Rapid notification of off-site personnel to shelter-in-place**

Notifications

YES:

- 9-1-1
- Employee, contractors, visitors and plant security.
- Emergency Coordination Team (ECT)
- Emergency Response Team (ERT)
- Community Alert Network
- Notifications to neighbors, local businesses, treatment plant, applicable government agencies, etc.

CONSIDER:

- Community Alert Siren
- Crises Communcation Team (CCT)

Examples:

- Plant fires / explosions
- Major odor releases (i.e. mercaptan)
- Hazmat releases affecting off-site (i.e. chlorine, ammonia, CS2, H2S, etc.)
- Intruders / theft / civil / employee disturbances / plant security concerns
- Protestors / Activists
- Serious single or multiple employee medical emergencies requiring ambulance

Level 3: Major Emergencies

EOC Activation: YES

Criteria:

- **Major off-site community impact**
- **Likely to lead to both on and off-site shelter-in-place or evacuation**
- **Likely to affect health and we being of employees and community**
- **Media / News crews to show up at plant site**
- **Result in prolonged business interuption**
- **Severe property damage**
- **Multiple injuries or potential for injuries/fatalities**
- **Incidents requiring substantial on and off-site support**

Notifications:

YES:

- 9-1-1
- Community Alert Siren
- Community Alert Network
- Emergency Coordination Team (ECT)
- Emergency Response Team (ERT)
- Employees, visitors, contractors, plant security
- Crises Communications Team (CCT)
- Notifications to neighbors, local businesses, treatment plant, applicable government agencies, etc.

Examples:

- Major plant fires, possibly involving multiple units
- Explosions
- Major plant damage from earthquake / tornado / flood etc.
- Major HAZMAT spills / releases resulting in off-site injuries
- Multiple on / off site injuries or fatalities

Preliminary Assessment

The IC shall quickly "size up" the emergency situation for hazards to life safety, potential for environmental impact, and possible property damage that may result. The preliminary assessment shall consider the questions:

WHAT TYPE OF EMERGENCY IS OCCURING?

HOW BIG IS IT?

WHERE IS IT GOING?

HOW DO I STOP IT?

IS IT GOING TO GET WORSE?

WHAT IMMEDIATE ACTIONS DO I NEED TO TAKE TO KEEP THIS SITUATION FROM GETTING WORSE?

"Life Safety" is always the highest goal.

Incident Objectives and Priorities

Immediate Goals and Tactical Planning

Sauget plant priorities in any emergency are:

#1 Protection of People / Life Safety
#2 Protection of the Environment
#3 Conservation and Protection of Property

All response goals, strategies and tactics, actions and resources committed to mitigate the incident shall be consistent with the above hierarchy.

IMMEDIATE INCIDENT MANAGEMENT GOALS (in order of Priority)

Fire/Explosion	Rescue	HAZMAT
1. Rescue / Evacuate endangered occupants	1. Search / Locate victim(s)	1. Isolate scene and deny entry
2. Protect exposures	2. Rescue victim(s)	2. Identify material involved and assess situation
3. Contain fire to its source of origin	3. Triage	3. Monitor situation to determine risk
4. Extinguish fire	4. Treatment of victim(s)	4. Mitigate
5. Overhaul fire scene	5. Transport victim(s) to hospital	5. Decontaminate
6. Restore equipment / investigate incident	6. Investigate	6. Restore scene and investigate

Mitigation Tactics

Depending upon type, location and severity of the emergency, a number of tactics may be taken to help mitigate the emergency. They include:

- Cooling containers
- Isolating up and downstream processes and utilities
- Removing uninvolved equipment
- Stopping the leak; shutting down non-critical processes
- Applying water fog or dilution spray
- Applying foam or other extinguishing agents
- Applying neutralizing agents / vapor suppression foam blankets
- Construction of makeshift dams, dikes and containment
- Plugging sewer openings
- Remove ignition sources
- Calling for additional / specialized resources

The IC is responsible for selecting initial actions necessary to mitigate the incident. These actions shall be consistent with the strategic goals set forth to deal with the incident.

(Refer to Section III, Annex 9: *Chemical Specific Preplans* and Section III, Annex 10: *Incident Specific Preplans* for additional strategy and tactics information)

Identification of Resources Required for Response

Depending upon type, location and severity of the emergency, the following equipment and resources may be needed to help mitigate the incident:

- Fire fighting apparatus
- Foam and vapor suppression systems
- Police / site security
- HAZMAT response equipment
- Ambulance / medical resources
- Heavy equipment including backhoes, front loaders, forklifts and cranes
- Chemical storage equipment such as trucks, rolloff boxes, totes and drums
- Cleanup equipment including vacuum trucks, booms and adsorbants
- Various materials such as sand, gravel, etc.
- Human resources (employees, contractors, and municipal/private sector responders)

(See Core Plan Checklist 8: *Immediate Recource Needs* and Section III, Annex 11: *Equipment & Resources* for additional equipment / resource listings.)

Implementation of Tactical Plan

Implementation of the ***tactical plan*** is the responsibility of the *Operations Officer.* The Operations Officer is typically the head of the Emergency Response team (ERT). The Incident Commander (IC) is responsible for Sauget Emergency Coordination Team (ECT) and shall develop, coordinate and implement a ***strategic response*** to the emergency. This strategy is based on the incident priorities established and specific conditions of the emergency. In conjunction with the IC strategy, the Operations Officer will develop a tactical approach to responding to the incident based on existing plant SOGs and training. Lastly, the EOC, if activated, is responsible for support and implementation of these plans.

(Refer to Section III, Annex 9: *Chemical Specific Preplans* and Section III, Annex 10: *Incident Specific Preplans* for pre-planned incident tactics.)

Mobilization of Resources

The Sauget plant has trained personnel and physical resources for dealing with most emergency situations and are available to respond, 24-hours per day, should the need arise. Additional, resources are also available from local municipalities and other companies in the area. Human and physical resources are mobilized and respond according to the *magnitude and severity* of a particular emergency situation. Outside resource are mobilized as needed.

Initial mobilization of resources is the responsibility of the IC (i.e. off-shift supervisor, ECT member, or plant management staff. As the incident progresses and the EOC is established, responsibilty for mobilization of resources is transferred to the Logistics Officer. The Planning Officer works closely with the Logistics Officer to identify and aquire those resources necessary mitigate the incident. The Finance / Procurement / Administration Officer tracks resource utilization costs

(See Section III, Annex 2: *Notifications* and Section III, Annex 11: *Equipment / Resources* for resource availability and mobilization instructions)

3. Sustained Actions

For incidents lasting longer than a few hours, support needs must be addressed to ensure continuety of the emergency response operation. The Planning Officer shall anticipate these long term incident support needs early in the incident. The Planning Officer will determine what actions are necessary and advise the Incident Commander, EOC Director and Logistics Officer. At a minimum, the following items should be considered:

1. Personnel Issues

- Rest and Rehabiliation needs of responders
- Assembly of fresh responders
- Housing of evacuated/displaced employees
- Activation of Crisis Communication Plan (CCP)
- Triage and coordination of medical care

2. Equipment Issues

- Replinishment of response supplies
- Arrangement for additional or specialized equipment & materials

3. Cleanup

- Transition of emergency incident to in-house or a contract cleanup company

(Also See Section III, Annex 3: *Response Management System*)

4. Termination and Follow-up Actions

The IC is responsible for determining at what point the emergency is declared over. At such time, the incident will transition to the the "Termination" phase. This phase is managed by the Incident Commander and the Finance, Procurement and Administration Officer and consists of:

Follow-up Notifications:

- Issue stand down notifications to involved emergency responders.
- Notify involved or government agencies of incident status.
- Issue stand down notifications for the community to terminate evacuations, etc.
- Prepare written followup reports/notifications to affected agencies, as required.

Debriefings:

- Gather all forms, logsheets, photographs generated during the incident.
- Conduct post incident debriefing with all emergency responders involved in mitigating the incident.

Investigations and Reports:

- Conduct post incident investigation; prepare report.
- Perform ICP plan review; modify plan as necessary.
- Distribute and review report with involved parties.
- Track action items to completion.

(See Section III, Annex 4: *Incident Documentation* and Section III, Annex 6: *Response Critique, Plan Review and Modification Process* for details)

Checklist 1:

ACTIONS to TAKE UPON DISCOVERING an EMERGENCY

▫ Stay calm

▫ Assess the Situation

- What is the emergency?
- Where is the location?
- What is the extent of injuries / damage?
- Is the emergency under / out of control

▫ Report the Emergency

1. **Dial 2222 on any plant telephone**
   - Secondary reporting method: Radio "Q. C. Lab" on Channel 1
   - Tertiary reporting method: Pull any fire alarm pull station & report emergency to responders

2. **Report**
   - Type of emergency (fire, chemical release, medical, etc.)
   - Exact Location (unit number, exact location, fire zone code)
   - Brief Description of Emergency Situation
   - Stay on the line as long as it is safe to do so or until told to hang up.

▫ Standby for further instruction

- Monitor plant emergency notification systems
  - Plant Fire / Evacuation Alarms
  - Plant Radio - Channel 1

Checklist 2:

Discovery Report

Instructions: **Q.C. Lab** or **Security Office**: Immediately FAX to 1388 or walk this completed checklist to the primary Emergency Operations Center (Off-Shift Supervisor's Office)

Date:_____Time:_____a.m./p.m. Caller:_____

WHAT IS THE EMERGENCY? (Check or circle all that apply)

- ☐ **Medical** — Injury? Trapped? Fatality? How Many?_____
- ☐ **Fire** — Interior / Exterior? Structural? Electrical? Chemical? Material Involved_____ Fire Zone #_____
- ☐ **Chemical Release/ Odor** — On-site? Off-site? Wind Direction TO: N / S / E / W Material Involved_____
- ☐ **Chemical Spill** — Contained on-site? In sewer - off-site? >500 gallons? Material_____Under control? Y/N
- ☐ **Civil Disturbance** — Internal / External? Employee / Nonemployee? Problem_____
- ☐ **Bomb Threat** — Internal Call? External Call? Claimed Location of Bomb:_____
- ☐ **Natural Disaster** — Earthquake? Tornado/HighWind? Flood? Lightening? Extent of Damage:_____
- ☐ **Utility Outage** — Electricity? Gas? Steam? Air? Water? N2?
- ☐ **Radiation Guage** — U-275? U-280? U290? Describe_____
- ☐ **Off-site Transporation Emergency** — In-bound shipment? Outbound Shipment? Material Involved_____
- ☐ **Media / Government Agency / Community Information Request** — Phone caller? At gate? Caller's Name_____Requesting _____

LOCATION

- ☐ **Operating Unit(s)**_____ In control room? Middle or N / S / E / W of Unit
- ☐ **Warehouse** NC (Drumming) NP(U268) NN(Receiving)
- ☐ **Lab** First Floor? Second Floor?
- ☐ **Maintenance Shop** Main? E&I?
- ☐ **Buildings** Administration? Engineering? Other?_____
- ☐ **Substations / Cooling Towers / MCCs / Flares** Describe_____
- ☐ **Contractor Area**
- ☐ **Hazardous Waste Storage Area** Main? Lab?
- ☐ **Guard House** Main Gate? Truck Gate?
- ☐ **Locker Rooms** Men's? Women's?
- ☐ **Outside Plant Perimeter / Parking Areas**
  Area:_____N / S / E / W of Plant
- ☐ **Other Location** Describe or mark on attached map_____

SOURCE CONTROL / DAMAGE ASSESSMENT

- ☐ **Situation Currently Under Control?** YES / NO
- ☐ **Chemical Spill / Vapor Release Stopped/Contained?** YES / NO
- ☐ **Is There Off-Site Impact?** YES / NO
  If yes, describe:_____
- ☐ **Preliminary Damage Assessment** (brief decription)_____
- ☐ **Defensive Control Measures Taken**_____

Checklist 3: **Initial Notification Numbers / Log**
(In order of Priority)

Q.C. LAB

- **Plant Nurse (Days):**
  1. 1263
  2. Plant Radio Channel 1
  3. IPAGE 782-1681

- **Simmons Ambulance**
  1. 274-2550
  2. 9-1-1
  3. Others – See Section III, Annex 2: *Notifications*

- **Sauget Fire Department**
  1. 332-6600
  2. 9-1-1
  3. Others – See Section III, Annex 2: Notifiations

- **Daytime Emergency Coordinator (M-F 7am to 4pm)**

  - **Primary: Edward M. Cox**
    Dial: 1078
    Radio: Channel 1
    I-Page: 782-1927
    Cell Phone: (314) 630-0345

    - **Secondary: Brian K. Donley**
      Dial: 1095
      Radio: Channel 1
      I-Page: 782-4848
      Cell Phone: (314) 517-6514

    - **Tertiary: Donna Parks**
      Dial: 1323
      Radio: Channel 1
      I-Page: 782-9493
      Cell Phone: (314) 607-6136

- **Off-Shift Supervisor**
  1. Radio Channel 1
  2. Dial 1254
  3. I-Page 782-0790

Note: If at anytime the Off-Shift Supervisor is unavailable, the Q.C. Lab will act as backup and fulfull the OSS functions specified in this plan.

DEC / OSS

- ☐ **Police / Fire / Ambulance / St. Clair County ESDA**

1. Dial 9, then 9-1-1
   Backup: Manual Callout List (See Annex 2: *Notifications*)
   Backup: Mutual Aid Radio System (See Annex 2: *Notifications*)

2. Call goes to St. Clair County CENCOM. Give 9-1-1 Dispatcher:

   i. Nature of the emergency

   ii. Exact location of emergency (address and location within the plant)

   iii. Your name / company name / call back number

   iv. Request the resources you want dispatched:

   - ☐ Sauget Fire / Police
   - ☐ Cahokia Fire / Police
   - ☐ East St. Louis Fire / Police
   - ☐ Illinois Highway Patrol
   - ☐ Ambulances:
     - Simmons
     - Med-Star
     - Abbott (St. Louis)
     - Lifestar (Madison)
     - Abbott Lifeforce (Belleville)
     - Arch Helicopter

   v. If the community is impacted, request that 9-1-1 notify the following agencies:
   - ☐ St. Clair County ESDA Director
   - ☐ Illinois Emergency Management Agency (IEMA)
   - ☐ Cahokia ESDA (if area affected)
   - ☐ East St. Louis ESDA (if area affected)

- ☐ **Community Alert *Siren* – See Section III, Annex 2: *Notifications***
  Backup: Manual Callout List (see Annex 2: Notifications)

- ☐ **Community Alert *Network* (CAN) – See Section III, Annex 13: *CAN System***
  Backup: Manual Callout List (see Section III, ANNEX 2: Notifications)

- ☐ **POTW**
  If a spill has potential to reach the treatment plant contact: 271-4085

▫ Emergency Coordination Team (ECT)

DAYS:
1. Radio: Channel 1
2. Group IPAGE: *Emer. Cor Team
3. Manual call list – Section III, Annex 2: *Notifications*

OFF-SHIFT:

1. Group IPAGE: *Emer. Cor Team
2. *Community Alert Network* "CAN" System (see Section III, Annex 13: CAN System)
3. Manual callout list (see Section III, Annex 2: *Notifications*

▫ Emergency Response Team (ERT)

DAYS:
1. Sound Fire Alarm
2. Radio Channel 1*

OFF-SHIFT:
1. Sound Fire Alarm
2. Radio: Channel 1*
3. *Community Alert Network* "CAN" System (see Section III, Annex 13: *CAN System*)
4. Manual callout list (see Section III, Annex 2: *Notifications*)

*Note: Not all Emergency Response Team members carry radios

INITIAL NOTIFICATION LOG

✓	Notified Name / Organization	Number	Time Notified	Estimated Arrival Time

INBOUND CALL LOG

✓	Name of Caller / Agency	Call Back Number	Time	Comments

Checklist 4:

Emergency Operations Center (EOC) Activation Procedure

If this is an actual emergency, take the following actions:

1. WHO MAY ACTIVATE the Emergency Operations Center (EOC) Plan

Upon report of an emergency, the following individuals are authorized to activate the Emergency Operations Center (EOC) Plan, establish the Primary/Secondary EOC and mobilize the Sauget *Emergency Coordination* (ECT) and *Emergency Response* (ERT) Teams:

- ☐ Daytime Emergency Coordinator
- ☐ Off-Shift Supervisor (backup is Q.C. Lab if OSS is unavailable)
- ☐ Any member of the Emergency Coordination Team (ECT)
- ☐ Any member of the Plant Manager's staff
- ☐ Any member of the Health, Safety & Environmental Department

2. WHEN TO ACTIVATE the EOC

Activate the EOC for all Level 2 "Moderate" and Level 3 "Major" plant emergencies.
DO NOT Activate EOC for Level 1 "Minor Incidents" (See Attachment 2: *EOC Activation Criteria / Notifications*, included in the Core Plan)

This is a:

- ☐ Level 1: Minor Incident – (STOP: no EOC activation necessary)
- ☐ Level 2: Moderate Emergency
- ☐ Level 3: Major Emergency

3. SELECT EOC LOCATION

Evaluate wind speed and direction; select either primary or secondary location for EOC

- ☐ Primary: Off-Shift Supervisors Office
- ☐ Secondary: Unit 290 Control Room

4. Notify the Response Teams

- ☐ Notify the Emergency Coordination (ECT) and Emergency Response (ERT) Teams, if not already notified:

Days	Off-Shifts
1. Sound Plant Fire / Disaster Alarm 2. Radio Channel 1 3. Group IPAGE the ECT 4. Manual callout list	1. Sound Plant Fire / Disaster Alarm 2. Radio Channel 1 3. Group IPAGE (ECT only) 4. Issue Community Alert Network (CAN) message to ECT and ERT members (messages 5 and 4, respectively) 5. Manual callout list

- ☐ Provide the following information:

i. Nature of the emergency
ii. Activation Level (2 or 3)
iii. Direction of approach
iv. Call in number and instructions

Sample Message: *"Message from Sauget Plant Off-Shift. Level 3 plant (type) emergency in progress. Please approach plant from (N/S/E/W) report to primary EOC. Do/Do not call in to (phone number) to confirm"*

5. LOG initial EOC Assignments

Position	Name	Time In/Out	Relieved by
Incident Commander			
Incident Commander Liasion			
Safety Officer			
EOC Manager			
Operations Officer			
Planning Officer			
Logistics Officers			
Finance / Procurement /Administration Officer			
Public Information Officer			
Other			

Form 5: Preliminary Assessment / Size-Up

(This form supplements Checklist 2: *Initial Discovery Report*)

1. Type of Emergency_____

Consider:

- ☐ Magnitude of the emergency_____
- ☐ Hazards of materials released or involved in the incident._____
- ☐ Quantity of materials released or involved._____
- ☐ Release rate of material_____
- ☐ Expected duration of emergency event_____
- ☐ Relative location of emergency situation to sensitive/critical /vulnerable areas such as:
  - ☐ Employee places_____
  - ☐ Public roadways / places_____
  - ☐ Sewer inlets_____
  - ☐ Ignition sources_____
  - ☐ Incompatable materials_____
  - ☐ Potential for toxic, irritating or asphyxiating gases to be generated_____
  - ☐ Potential for hazardous surface run-off to be generated_____
  - ☐ Potential for incident to esculate_____

2. Effects of Current Weather Conditions

Consider:

- ☐ Wind speed and direction_____
- ☐ Ambient temperature_____
- ☐ Atmospheric stability conditions_____

Form 6: Tactical Plan Worksheet

Instructions: IC - establish an initial tactical plan based on the preliminary assessment (size-up) and resources available:

Planning Matrix			
Strategic Goals	**Tactical Objectives**	**Resources Required**	**Task / Team Assigned**
Life Safety			
Protection of Environment			
Conservation of Property			

Sample Plan: Major Fire / Explosion

Planning Matrix			
Strategic Goals	**Tactical Objectives**	**Resources Required**	**Task / Team Assigned**
Life Safety	1. Evacuate Plant 2. Remove Endangered Occupants	1. ECT Team Members 2. Rescue Van Ambulance(s)	1. Headcount Procedure 2. Search Units – ERT
Protection of Environment	1. Contain Runoff	1. HAZMAT Trailer & St. Clair Special Emergency Services	1. Dike Area/ Plug Sewer; Stop release – ERT / SCSESA 2. Notify PCHEM to divert to holding pond – Planning Officer
Conservation of Property	1. Protect Exposures	1. Mini Pumper 2. Sauget FD	Cool N Side of Tank 35-0000

Checklist 7: Mitigating Actions

Instructions: Depending upon the specific emergency, consider taking one or more of the following actions. IMPORTANT NOTE: These are only suggestions and are not intended as "Cookbook" instructions for mitigating an incident. Care should be taken when taking these actions as they may not apply in every situation. (Also see Section III, Annexes 9 and 10 for chemical and incident specific pre-plans.)

	FIRE / EXPLOSION
	Consider wind direction and speed
	Evacuate / rescue / headcount immediate area
	Isolate / secure scene and establish zones; Establish Field Command Post
	Cool tanks with hydrant monitors
	Call for additional resources (9-1-1, Sauget F.D., Solutia, etc.)
	Shutdown affected processes / isolate valves and stop transfers
	Protect exposures
	Remove endangered equipment / materials
	Consider shutdown / evacuation of downwind departments / neighbors
	Position Fire truck / foam trailer
	Establish staging area for equipment
	Contain runoff / notify sewer

	NATURAL DISASTER (EARTHQUAKE, TORNADO, FLOOD etc.)
	Isolate and secure scene
	Evacuate and account for missing persons
	Search and Rescue victims
	Isolate and suspend all hazardous materials operations
	Isolate areas of downed power lines and electrical equipment
	Remove endangered equipment and materials
	Contain leaks and runoff, if applicable
	Call for additional support

	SPILL
	Plug sewer openings or dike and divert material from sewer
	Shutdown affected process and isolate immediate area
	Evacuate or SIP immediate area
	Notify downwind receptors
	Suppress vapors, if necessary
	Call for additional support, including spill cleanup contractors, trucking companies, etc.
	Notify POTW

	CHEMICAL VAPOR RELEASE
	Evacuate or SIP area downwind of release
	Activate Community Alert Siren or CAN, in necessary
	Call downwind recipiants and ESDA offices
	Isolate area and establish zones
	Establish field command post
	Keep unauthorized persons away from area
	Assess proper PPE for response
	Apply vapor suppression, if possible
	Suspend or shutdown proccess

	INTRUSION / CIVIL or EMPLOYEE DISTURBANCE / BOMB THREAT
	Notify Police immediately
	Do not use plant radio system in the event of a bomb threat
	Do not approach intruder or device.

	MEDICAL EMERGENCY
	Call Ambulance(s)
	Setup Triage
	Search for missing victims
	Notify plant Operations supervisor
	Prepare information (MSDS) etc. to be sent to hospital
	Establish emergency decon for victims
	Notify Coroner in event of a fatality; do not move victim

Checklist 8: Immediate Resource Needs

(Partial Listing Only – See Section III, Annex 2: Notifications and Section III, Annex 11: Equipment and Resources for complete list)

Instructions: IC – Select and mobilize those initial emergency resources needed to mitigate the incident. Also refer to Section III, Annex 11 for an additional list of equipment, resources and storage locations:

✓	Resource	Notify	Time Notified	Estimated Arrival Time
	Sauget Emergency Response Team (ERT)	Fire Alarm or CAN System		
	Sauget Emergency Coordination Team (ECT)	Group I-Page and CAN		
	Sauget Crises Communication Team(CCT)	Group I-Page and CAN		
	Sauget Fire / Police	9-1-1 (618) 332-6600 (618) 332-6500		
	Cahokia Fire / Police	9-1-1 (618) 332-3636 (618) 337-4065		
	East St. Louis Fire / Police	9-1-1 (618) 482-6767		
	Simmons Ambulance	9-1-1 (618) 274-2550		
	St. Clair Special Emergency Services Association (HAZMAT Team)	9-1-1		
	Drum Tech (Drums)	(800) 956-3464		
	Shiber Trucking (Waste Trailers)	(618) 254-2514		
	Able (Industrial Cleaning)	(800) 933-8755 (800) 933-8755 (314) 908-8104		
	Heritage (Environmental / Industrial Cleaning)	(314) 388-3500 (636) 561-2710 (314) 990-4450		
	GWWR – Switch Engine Terminal Railroad Solutia – Switch Engine	Mutual Aid Radio (618) 624-4766 (618) 451-8446 (618) 271-5835		

	Solutia Fire Department	(618) 271-5835		
	St. Clair County ESDA (Communications Van)	9-1-1		
	American Red Cross	(618) 271-1700		
	Arch Helicopter			
	St. Clair Fire Chief's Association (Foam / HAZMAT Supplies)	9-1-1		
	Heritage Environmental Services (Environmental Cleanup)	(800) 487-7455		
	Erwin Construction (Backhoe / Frontloader & Civil Work)	(618) 327-8178 (618) 327-4138 Pager 338-8709		
	Upchurch (Sand/Gravel)	(314) 332-2954 (618) 281-7996 (618) 320-2966		
	Illinois Power	(800) 755-5000		
	Ameren UE	(800) 552-7583 (314) 342-1000		
	Illinois/American Water	(618) 874-2404 (618) 874-0523		
	Illinois Bell Telephone	6-1-1		
	St. Louis Safety (Safety Supplies)	(800) 735-2345 (636) 532-3290		
	Helmkamp (Industrial Equipment)	(618) 251-2600 (618) 675-3743 (618) 338-3805		
	L. Keely Construction (Industrial Equipment)	(618) 337-9494 (618) 235-4990 (314) 510-1005		

Checklist 9: EOC Officer Duties & Responsibilities

Incident Commander

- ☐ Establish EOC
- ☐ Perform preliminary assessment & Size-Up
- ☐ Develop strategic plan
- ☐ Coordinate strategic plan with Operation's tactical plan
- ☐ Assign duties to responding ECT members
- ☐ Direct EOC activities
- ☐ Determine when the incident is over.

IC Liaison

- ☐ Coordinate activities between responders and governmental agencies and the IC (i.e. fire agencies, government responders, public works, remediation firms, engineering organizations, etc.)
- ☐ Establish Unified Command communications protocols, if necessary

Public Information Officer

- ☐ Prepare standby media statement
- ☐ Establish media center
- ☐ Notify plant security to pass all calls related to the incident to you.
- ☐ Notify Corporate Communications
- ☐ Act as liaison between IC and media
- ☐ Standup Crisis Communication Plan, if necessary

Safety Officer

- ☐ Secure the scene
- ☐ Develop site / incident safety plan
- ☐ Evaluate the strategic and tactical response plans for safety hazards
- ☐ Ensure that plant SOPs/SOGs are followed
- ☐ Closely observe planned incident response activities to ensure a safe response
- ☐ Coordinate a safe response with field branch safety officers and/or outside agency safety officers

Operations Officer

- ☐ Establish radio communication with IC/EOC
- ☐ Isolate area and establish zones
- ☐ Protect exposures
- ☐ Remove at risk equipment, if possible
- ☐ Establish field command post
- ☐ Deny entry to those not involved in the incident or lacking proper PPE
- ☐ Develop tactical plan
- ☐ Establish suitable decon
- ☐ Supervise in-plant Emergency Response Team and Rescue Team Efforts

Planning Officer

- ☐ Activate SAFER / Cameo. Predict downwind populations affected.
- ☐ Monitor weather for changing conditions
- ☐ Determine hazards of material being released and downwind/downstream consequences.
- ☐ Determine which processes to shutdown / isolate
- ☐ Create recommendations on evacuation / shelter-in-place
- ☐ Determine which uninvolve materials could be affected by this incident and predict the potential consequences.
- ☐ Determine resource needs of responders – both equipment and human resources (i.e. food, lodging, rehab & medical needs, etc.)
- ☐ Determine which response equipment will be necessary. Now – In one hour – In several hours, etc.
- ☐ Arrange for medical needs of victims. Contact local hospitals and provide treatment for injuries to employees / public.
- ☐ Arrange for mutual aid if required (Solutia, RIMAG, Cahokia, St. Clair County ESDA, etc.)
- ☐ Coordinate emergency response activities with utilities companies, public works, natural resource trustees, waste management facilities, cleanup and remediation companies.

Logistics Officer

- ☐ Arrange for site / perimeter security. Coordinate with plant / local police to secure the plant, if necessary.
- ☐ Notify outside emergency response personnel and request needed equipment
- ☐ Arrange for medical needs of responders (i.e. medical monitoring); support decon and rehab areas in terms of supplies.
- ☐ Arrange for ambulances & airlift of injured, if necessary; designated LZ.
- ☐ Sound Community Alert Siren / Community Alert Network Systems, if required
- ☐ Make notifications to affected neighboring, community, governmental agencies, treatment plant, Corporate management and Legal Department. Perform followup notifications, as necessary
- ☐ Log all inbound/outbound calls
- ☐ Setup equipment staging area
- ☐ Arrange for in-plant transporation needs and support (forklifts, cranes, backhoes, etc.). Monitor fuel needs for such equipment.
- ☐ Coordinate employee / community evacutation efforts, if necessary.
- ☐ Arrange for additional communications equipment (radios, phones, etc.) if necessary
- ☐ Support Operations Section with food, drink, air bottles filled, safety supplies, additional Air Packs, etc. etc.
- ☐ Build manpower pools for specific tasks

<u>Finance / Procurement / Administration Officer</u>

- ☐ Administer Headcount procedure, if necessary.
- ☐ Document incident response activities.
- ☐ Track costs associated with the incident.
- ☐ Coordinate post-incident analysis and critique activities